

RESOLUTION NO. 5137

**RESOLUTION IMPLEMENTING THE
SECTION 8 ADMINISTRATIVE PLAN REVISION THAT GRANTS A
30-DAY VOUCHER EXTENSION TO VOUCHER HOLDERS
UPON A FINDING OF GOOD CAUSE
FOR THE GRANTING OF SUCH AN EXTENSION**


WHEREAS, on December 19, 2014 the Board of Commissioners of the Lakewood Housing Authority adopted a "Resolution Revising the Section 8 Administrative Plan to Provide that the Authority May Grant Voucher Holders a 30-Day Extension to Utilize a Voucher upon a Finding of Good Cause of the Need for Such an Extension", which resolution was conditioned upon compliance with 24 CFR 903.21 (submission to and approval by HUD) and 24 CFR 903.17 (public notice and public hearing); and

WHEREAS, the aforesaid conditions have been satisfied in that HUD has approved the amendment to the Annual Plan and the Authority has provided public notice and held a public hearing on April 1, 2015 with respect to the amendment to the Annual Plan; and

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the Township of Lakewood approves the implementation of the attached revisions to the Section 8 Administrative Plan to authorize 30-day extensions where voucher holders show cause for the need for same; and

BE IT FURTHER RESOLVED that Executive Director is authorized to implement the revisions attached hereto.

I hereby certify that the above is a true copy of a Resolution, duly adopted by the Board of Commissioners of the Lakewood Housing Authority, in the Township of Lakewood in the County of Ocean, at its Regular Meeting held on the 23rd day of June 2015.



Mary Jo Grauso, Secretary
Executive Director

RESOLUTION NO. 5138

**RESOLUTION RATIFYING THE
REVISION TO THE
ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)
EFFECTIVE JUNE 1, 2015**

WHEREAS, the Board of Commissioners ("Board") of the Housing Authority of the Township of Lakewood ("Authority"), in the County of Ocean, and State of New Jersey; wishes to ratify the revision to the Admissions and Continued Occupancy Policy (ACOP) pursuant to the Consolidated Appropriations Act, 2014; and

WHEREAS, the Executive Director reviewed the ACOP and recommends revising Public Housing income change policies; and

WHEREAS, these revisions have been made in strict compliance with the rules and regulations promulgated by HUD; and

WHEREAS, the amended revisions are marked in italics as indicated on the attached copy of the ACOP; and

NOW THEREFORE BE IT RESOLVED that the Admissions and Continued Occupancy Policy (ACOP) be amended, as indicated, effective June 1, 2015.

I hereby certify that the above is a true copy of a Resolution, duly adopted by the Board of Commissioners of the Lakewood Housing Authority, in the Township of Lakewood in the County of Ocean, at its Regular Meeting held on the 23rd day of June 2015.



Mary Jo Grauso, Secretary

Executive Director

- (b) If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described earlier in this policy and moved to an appropriate unit when one becomes available.
- (c) The HA shall not commence eviction proceedings, or refuse to renew a lease, based upon the income of the resident family unless (1) it has identified, for possible rental by the family, a unit of decent, safe and sanitary housing of suitable size available at a rent not exceeding thirty percent (30%) of income as defined by the Authority for the purpose of determining rents; or (2) it is required to do so by local law. Pending their removal from the project, such families are to be charged rents calculated in accordance with the formula for Total Tenant Payment described in Section VII of these policies.

4. INTERIM RENT ADJUSTMENTS

A. Rent Adjustments

- (1) Residents must report all changes in family composition, status, or income to the HA in writing within 10 calendar days of the occurrence. Failure to notify the HA in writing within 10 calendar days may result in a retroactive rent charge.
- (2) Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of the circumstances of their employment including start and ending dates.
- (3) *The HA will process an interim adjustment in rent if it is found that the resident at an annual or interim re-examination has misrepresented the facts upon which the rent is based so that the rent the Resident is paying is less than the rent that he/she should have been charged. The HA will apply any increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.*
- (4) Complete justification and verification of the circumstances applicable to rent adjustments must be documented by the resident.
- (5) Residents reporting decreases in income that are expected to last more than 30 days will have an interim adjustment processed.
- (6) Residents granted a reduction in rent under these provisions may be required to report for special re-examinations at intervals determined by the HA. Reporting is required until the circumstances cease or until it is time for the next regularly scheduled re-examination, whichever occurs first. If family income increases during this time, the rent will be increased accordingly. A fully documented